Process Name: General Ledger	**Process Identifier: GL**
Sub-Process Name: Month End Close	**Sub-Process Identifier**: GL-4

Sub-Process Purpose and Objectives: To close the period and prevent financial transaction from posting into the prior period

Sub-Process Description: Within ten days working days after the end of the month agencies prepare and send documents to Accounts for review. Accounts releases the documents and runs the cost allocation process. After the cost allocation process is completed, Accounts runs the monthly reports and analyzes the results.

Sub-Process Trigger(s):	Key Sub-Process Participants:
• Ten working days after the end of the month `	• Division of Accounts • Agencies

Inputs: None

Input	Format	Volume/Time	Suppliers
None			

Outputs:

Output	Format	Volume/Time	Recipients
None			

Performance Measures Tracked:

Measure	Approx. Value	Target Value
Next weekend after the tenth working day		

Laws, Regulations, and Policies That Govern Sub-Process: None

Current Sub-Process Issues/Problems: None

Process Name: General Ledger	**Process Identifier: GL**
Sub-Process Name: Month End Close	**Sub-Process Identifier**: GL-4

Improvement Opportunities:	
Opportunity *Merge cells to link one Opportunity to multiple impacts)*	**Organizational Impacts** *(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)*

Applications that Support the Sub-process	
Application Name(s) *(Internal name and vendor's name)*	**Technology Description** *(Programming vendor, language, platform, database, etc.)*
Statewide Accounting and Reporting System (STARS)	STARS is KPMG's mainframe governmental accounting system. It is written in COBOL and uses an IMS database.

Process:	GL General Ledger	**File:**	GL Visio Diagrams.vsd
Sub-Process:	GL-4 Month End Close	**Date:**	11/04/02
Prepared By:	Salvaggio, Teal & Associates	**Page:**	1/1

Agency

10 Business Days After End of Month → Prepare and Send Documents → Establish Cost Allocation Parameters

Month-End Reports → Review Reports

Accounts

Agency Documents → Review and Release Documents → Run Cost Allocation → Close Prior Month → Run Monthly Reports → Month-End Reports → Review Reports

STARS

Released Documents

Generate Reports